

## **PLANNING MANAGER - LONG RANGE COMMUNITY DEVELOPMENT DEPARTMENT**

**SALARY RANGE:** \$5,737 - \$7,689 per month

**CLOSING DATE:** September 21, 2015

The City of Beaverton, recognized as one of the 100 best places to live in America, is seeking a Planning Manager to lead the activities and staff of the Long Range Planning section of the Planning Division. This position also directs complex planning projects and programs and has supervisory responsibilities for staff and consultants.

**ABOUT THE JOB:** Beaverton is a first tier suburb in the Portland Metro region and is at a point where it will rely more on urbanization and redevelopment for growth in the community. The City is looking for an individual who will be able to lead long range planning and City staff in developing policy and implementation plans for this new phase of Beaverton's development. Key projects and leadership issues for this position will be:

- Update the City's Comprehensive Plan and implementation of Plan policies;
- Develop urbanization policy and implemental strategies;
- Help guide urban design and urban design policy to guide development of the City, especially in the core area;
- Oversee a Corridor and Employment Area Preservation Area Plan;
- Assist the Principal Planner with intergovernmental coordination;
- Supervise the long range planning team and manage the team's work plan.

If you are:

- A person who thrives to provide excellent customer service and collaboration as a key guiding principle in your career;
- A person with a passion for meaningful public involvement;
- Excited about leading complex planning projects guiding our community's future;
- Experienced in incorporating urban design principles in policy documents and decisions;
- Committed to developing and maintaining strong intergovernmental and professional relationships and working with public engagement efforts;
- Committed to collaboration in developing planning products;
- A problem solver who is able to see and understand the "big picture" and provide a balanced perspective to potentially competing interests; and
- Enjoys working with a wide range of community, business, and civic leaders.

Then, the City of Beaverton encourages you to apply for this Planning Manager position.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Provide direction and set a personal example for excellent customer service and collaboration;
- Develop, review, approve and implement division work plans, services, policies, procedures and reports;
- Actively promote and support diversity in the workplace;
- Provide clear and effective verbal and written communication skills to a wide audience on complicated policy issues and choices;
- Possess strong interpersonal skills to work with a wide variety of people;
- Have the ability to carry multiple complex projects at one time and to calmly handle stress;
- Supervise, mentor, and motivate staff;
- Exhibit leadership to staff, work teams and fellow employees;
- Regular attendance at meetings and public hearings, some of which are outside regular working hours;
- Use of a computer and compose materials for publication related to land use issues and applications.

**TO QUALIFY:** Bachelor's degree in urban planning, geography, public administration, landscape architecture, urban design, architecture, or related field is required and a Masters degree is highly desirable. Also required is at least ten years' progressively responsible experience in city, county, or regional planning, including two years in a supervisory or lead role.

Qualifications for this position also include advanced knowledge of the principles and practices of urban planning, legal standards and procedures affecting land use planning, extensive experience in developing Comprehensive Plan, Community Plan, and/or Area Plan policy. Extensive experience in leading successful public engagement processes. Experience in developing and implementing urban design guidelines and programs into long range planning documents and decisions is highly desirable. Knowledge of Oregon State regulations and legislation and the Metro Code and Titles are highly desirable. The ability to work with computers and associated software packages, effectively make oral presentations, write clear and concise reports, and work effectively with co-workers, public officials and the general public.

Requires possession of a valid driver's license and the ability to meet City driving standards; possession of American Institute of Certified Planners (AICP) Certificate desirable.

**HOW TO APPLY:** All interested qualified individuals may apply by submitting a City of Beaverton application form and resume to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov). All applications must be received by Monday, September 21, 2015.

Women, minorities, and veterans are encouraged to apply.

